

File: 7am New Dir.

MINUTES OF THE BOARD OF TRUSTEES' MEETING  
HELD JUNE 22, 1967

Present:	Dr. Wood	Mr. Connolly	Mr. Merdinger	Mr. Williams
	Mr. Cooper	Miss Duffy	Mr. Osborne	Mrs. Casey
	Miss Voigt	Mr. Dunker	Mr. Sterling	Mr. Cassels
	Mr. Arentz	Mrs. Keeney	Mrs. Warren	Mr. Kilduff

Guests: Miss Williams and Mr. Warren

Dr. Wood informed the Board the Family Service Bureau of Newark had become the recipient of part of the residue of the Palm Estate which will amount to about \$12,000.

Minutes of the last meeting were accepted as sent.

TREASURER'S REPORT

Mr. Cooper gave the Treasurer's Report which showed five months Disbursements \$68,439.59, five months Receipts \$66,190.18, Disbursements in Excess of Receipts \$2,249.41. Cash balance in the bank \$13,870.25.

The Treasurer's Report was accepted as presented.

FINANCE COMMITTEE REPORT

Mr. Williams, Chairman of the Finance Committee, suggested that the Board Counsel, Mr. Hardin, contact the trustees of the Palm Estate to ask for an informal accounting. It was seconded by Mr. Osborne and unanimously approved by the Board of Trustees.

It was further suggested by Mr. Williams that the officers of the Board be authorized to execute such documents as may be necessary to secure payment of this legacy.

It was seconded by Mr. Osborne and unanimously passed by the Board of Trustees.

Mr. Williams reported a joint meeting of the Investment Advisers and Finance Committee was called on June 13, 1967 to specifically carry out the action suggested by the Board of Trustees at the May 23, 1967 Board Meeting, to consider investing part of the portfolio with the money accruing from the U. S. Treasury Bills maturing on 6-15-67 in more aggressive and growth stocks.

It was the consensus of the Investment Advisers and Finance Committee members that investment in aggressive and growth stocks should not be done hastily and rather than select at this meeting stocks for inclusion in the portfolio of this nature, it was the unanimous consensus that each member of the Investment Advisers and Finance Committee submit three stocks each for possible purchase and detail reason for such consideration. This list should be sent to the agency's office within the next few weeks, so that action may be taken by the Finance Committee sometime between now and September.

Mr. Connolly raised the question should the Finance Committee enter into such stock transactions without first getting approval from the Board of Trustees. It was explained the Finance Committee had received sometime ago the approval of the Board of Trustees and had full authority to act in changing the portfolio without it being necessary for the Committee to come to the Board of Trustees for prior approval. However, all transactions made by the Finance Committee must be reported to the Board at the next Board meeting.

Mr. Connolly raised the question because he felt it is a safeguard in the handling of funds of a non-profit agency. However, it was explained to him that usually the Finance Committee meets prior to the Board meeting and the decisions made at this meeting are passed along to the Board of Trustees immediately. The authority the Finance Committee now has to act without Board approval was given for the reason if a specific occasion arose for the transfer, sale or purchase of stocks advantageous to the agency, they could act immediately without waiting for approval at a Board meeting.

#### REPORT OF COMMITTEES RE-WRITING THE BOARD MANUAL

Attached to these minutes are the revised copies of Intake Policy, Fee Policy & Fee Scale, Financial Assistance, Consultative Service, Family Life Education and Use of Special Consultants, which are self-explanatory. The revisions were made by the Board-Staff Committee for the purpose of bringing the agency manual up to date, according to the suggested Guidelines for Family Casework Service recently received from Family Service Association of America.

#### REPORT OF AGENCY

In the interest of time, Mr. Kilduff suggested and the Board concurred, that a report of the work of the agency be deferred until the September meeting. The reason being Mr. Cassels from the staff was to present a case and this would provide more time for the discussion of the case.

Mr. Cassels presented the V. case, with which he has been working for the past year. It illustrated problems confronting families and how through counseling many of them can be solved.

The Board was duly impressed with the presentation, Dr. Wood specifically stated it was most interesting and it was his hope that time would be given at future Board meetings for a report on a case presentation.

Next meeting will take place on the last Thursday in September - September 28th.

Edward V. Kilduff  
Executive Secretary

STATEMENT OF FUNCTION OF  
THE FAMILY SERVICE BUREAU  
OF NEWARK NEW JERSEY

I. WHO WE ARE:

The Family Service Bureau of Newark is a private, voluntary agency supported primarily by the United Community Fund of Essex and West Hudson, through its United Appeals Campaign, the Newark Evening News Christmas Fund, the Turrell Fund and some government funds for special projects. It is a member of the Council of Social Agencies of Essex and West Hudson, the New Jersey Welfare Council, the New Jersey Council of Family Agencies, and is affiliated on a national level by membership in the Family Service Association of America, which sets standards of accreditation for agencies operating in the family field.

The Family Service Bureau is wholly and completely non-sectarian in its policy and practice, as stated in its constitution. Applicants are accepted solely on the basis of requests for service. Representation on Board and Staff is both non-sectarian and interracial.

The Family Service Bureau provides equal opportunity to all individuals without regard to race, creed, or national origin (a) for service on boards and committees, (b) for employment, and (c) for service.

In recent years the Family Service Bureau initiated a fee charge for its services. The amount is scaled in accordance with the family's ability to pay. No person is denied service because of inability to pay. At present the fee per interview is 1/10 of 1 percent of the annual salary of the individual or family to whom service is rendered.

The Family Service Bureau offers its service to families and individuals of Newark, Irvington, West Hudson and Belleville, the area covered by the United Community Fund of Essex and West Hudson. Residents outside the area may also receive service for the following reasons:

- 1) The family is employed here
- 2) The client has received service from the agency in the past and now resides where there is no local family service agency
- 3) Where a desire for anonymity results in a request for service of an agency located in a metropolitan district, consideration will be given
- 4) All requests for service that do not fall in the above categories be given casework consideration as to possible referral resources

## II. WHAT WE DO:

Many families are earnestly seeking more knowledge about family living. They want to build stronger, sounder, happier marriages, parent-child and special relationships. The Family Service Bureau is a family agency for people with personal and family problems who are wanting help in making happier and healthier adjustments in their lives.

The Family Service Bureau brings its professional skills and knowledge to help focus the difficulty, analyze its sources and work toward a satisfactory solution. The focus is the family and the interaction of individuals within the family. Often more than one person in a family is seen - as mother, father, child - or husband and wife.

The Family Service Bureau believes it is intrinsic to successful conclusion of a case that the client be helped to mobilize his own strengths and inner resources thru the skills and guidance of the family caseworker, whose knowledge is augmented by psychiatric, sociological, psychological, religious and cultural understanding. Where appropriate, the caseworker consults with medical and legal resources, with the clergy, industry, labor unions and others.

The Family Service Bureau as an institution in the community promoting family life has incorporated, and has developed an additional responsibility of teaching family relationships thru the medium of group meetings and classes. The content and teaching are developed from the accumulation of knowledge and skill acquired by the caseworker from long experience in working with members of a family group.

The Family Service Bureau carries on a program of training for students of accredited schools of social work in the area by means of a carefully selected and controlled caseload; under close supervision, the students are evaluated in the field portion of the training period which is three-fifths of their total training program. In addition, consultation is given those who are considering entering professional training in schools of social work. Consultation is also offered to clergymen, physicians, teachers, businessmen and others for their use in carrying out their own professional responsibilities.

The Family Service Bureau stimulates and participates in community efforts to secure equal opportunities for employment, housing, education, and health and welfare services, and also initiates and supports programs and services that strengthen family life and help families achieve their potential.

The Family Service Bureau supports provisions, through legislation, administrative action, and other similar means, for nondiscrimination in housing, employment, education, and health and welfare service, and provides assistance and help in working with other organizations toward the attainment of equality of opportunity and the safeguarding of civil rights.

As members of the Council of Social Agencies of Essex and West Hudson, the New Jersey Council of Family Agencies and the New Jersey Welfare Council, the Family Service Bureau, through its administration, participates on community committees, aimed at better understanding of existing social problems of Newark, West Hudson, Irvington and Belleville. The Agency has a stake in contributing its knowledge of what constitutes normal healthy standards of living for families, and participates in efforts toward raising them where inadequacies exist.

THE FAMILY SERVICE BUREAU OFFERS THE FOLLOWING SERVICES TO FAMILIES AND INDIVIDUALS:

- 1) Family life education to individuals and groups
- 2) Marriage counseling.
  - a) Pre-marriage consultation
  - b) Parent-child relationship discussions with parents or substitute parents
  - c) Budgeting and home management
- 3) Consultation with parents whose children are presenting training and behavior difficulties. Direct work with children where indicated.
- 4) Guidance to adolescents and/or their parents.
- 5) Consultation with individuals regarding personal adjustments
- 6) Discussion and evaluation of social and emotional factors in illness
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- 13) Guidance to parents of retarded or mentally ill children
- 14) Use of and direction to community resources
- 15) Guidance to families where there are problems of relocation
- 16) Guidance to families where problems related to family alienation because of employment, illness or other causes.

BOARD-STAFF COMMITTEE

June, 1967

I N T A K E   P O L I C Y  
F O R  
F A M I L Y   S E R V I C E   B U R E A U  
O F   N E W A R K   N E W   J E R S E Y

The Family Service Bureau of Newark, New Jersey offers its services to families and individuals of Newark, West Hudson, Irvington and Belleville - the area covered by the United Community Fund of Essex and West Hudson. However, residents outside the area may also receive services for the following reasons:

- 1) The family is employed here
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- 4) All requests for service that do not fall in the above categories be given casework consideration as to possible referral resources

It is the policy of the Family Service Bureau of Newark, New Jersey to give every request for service, casework consideration whether this request is through direct contact with the family or individual by telephone, letter or by visit to the agency; or this contact is made by a community person or agency in behalf of the family or individual. During this initial contact some agreement should be reached by which this agency, or this agency in cooperation with the referral source, can give the appropriate service.

It is the policy of the Family Service Bureau of Newark, New Jersey to whenever possible offer the applicant a personal interview so that the request for service may be evaluated. This interview should take place where the client is most accessible. At this interview the worker representing the agency and the applicant can reach one of the following agreements:

- 1) That the client receive family counseling in one or a combination of ways
  - A) Individual counseling
  - B) Planned short term counseling
  - C) Joint interview between spouses or between parent and child
  - D) Family therapy for the whole family unit
  - E) Group counseling
  - F) Service at a location other than agency if in judgment of agency it has therapeutic value
- 2) Referral to one of the special projects the agency is participating in
- 3) Referral to an appropriate community resource.

BOARD-STAFF COMMITTEE

June, 1967

## GUIDLING PRINCIPLES RELATED TO

### FEE SERVICE PLAN

The rules and regulations governing payment of fees by clients were initially laid down on September 1, 1953, revised June 1, 1957 and most recent revision June, 1967.

The current Fee Service Plan is as follows:

- 1) All fees should be worked out between intake worker and client and a plan for payment agreed upon or reason for non-payment stated
- 2) All fees should be commensurate with ability to pay; no fee charged when undue hardship would be involved  
Fee may be revised at any time when circumstances require
- 3) A fee scale of 1/10 of 1% of annual income is charged weekly to the family or individual who can afford to pay. No charge is made for appointments not kept
- 4) A minimum service charge of \$5.00 has been established for the intake interview for all clients who can afford to pay

BOARD-STAFF COMMITTEE

June, 1967

### PROCEDURE FOR PAYMENT OF FEES

The fee for clients is established according to guiding principles related to the Fee Service Plan. It is the responsibility of the person doing intake to inform the receptionist of the amount agreed. A triplicate receipt is made out by the receptionist whenever payment is made by the client. The original copy is given to the client; one copy is given to the office manager with the fee money; one copy is retained for her files until entry is made in fee book. A permanent fee card is made up for the client and it is the responsibility of the receptionist to record on this card the payment or non-payment of fees. At the end of each month the receptionist is responsible for sending monthly statements to clients who have requested this manner of payment. It is also the responsibility of the receptionist to record all fee payments daily in the fee book, which is kept at her desk.

BOARD-STAFF COMMITTEE

June, 1967



### FINANCIAL ASSISTANCE

Family Service Bureau of Newark, New Jersey recognizes that basic maintenance needs of families and individuals is the function of public agencies. However, there are some instances when Family Service Bureau should consider financial assistance.

They are as follows:

- 1) When an emergency exists as a result of timing thereby making it impossible for referral to a public resource.
- 2) When there is an unusual delay in the receipt of the public welfare check.
- 3) When there is a temporary delay in the processing of an application by a public resource.
- 4) When bills related to a basic living need have been accumulated and when after exploration with the billing source and appropriate public resources, there remains the inability to pay, Family Service Bureau of Newark, New Jersey may give consideration if in the best interest of the individual or family involved.
- 5) When public resources are not available, money may be provided at Christmastime for special cases.
- 6) When special projects are in operation in Family Service Bureau of Newark, New Jersey, financial assistance may be given to participants according to the guidelines of such projects.
- 7) Financial assistance will be given only after discussion by the caseworker with the Director of Casework Services or the Executive Director.

BOARD-STAFF COMMITTEE

June, 1967

### CONSULTATION AND CONTRACTS

The Family Service Bureau of Newark, New Jersey will offer to any organization, governmental or privately sponsored project, public or private agency, consultation regarding new or existing programs and their need for individual casework or group work service. This consultation will be geared to the goals of the particular agency requesting such service and the object shall be to share experience and knowledge.

The Family Service Bureau of Newark, New Jersey will thereafter enter into a mutually satisfactory contractual arrangement to provide such service, which will include program planning and the cost of professional service, a description of staff time assigned, cost, methods and objectives and areas of responsibility as has been agreed necessary to meet the objectives of such organization, project or agency requesting the participation of the Family Service Bureau. Such a contract will also include use of space, clerical help, office machines and any other facilities necessary to carry out the objectives of the program, and may also include the participation of the Family Service Bureau of Newark, New Jersey in the final evaluation and research of the program.

BOARD-STAFF COMMITTEE

June, 1967

## FAMILY LIFE EDUCATION

The Family Service Bureau of Newark, New Jersey has long been interested in promoting strong and satisfying family life through counseling with and between individuals and family members. The staff of the Family Service Bureau has been trained in the techniques of group leadership and discussion, and is prepared to offer community agencies or organizations group education activities directed toward an improvement in family life. The concepts of strengthening family life and improving family relationships fall well within the competence of Family Service Bureau social workers and provide the foundation of the development of a family life education program.

The Family Service Bureau of Newark, New Jersey provides the leadership of professional social workers to groups requiring a single meeting or a series of meetings for this purpose. In general, it is felt that a series of meetings is most helpful to the participants since it is difficult to integrate successfully new ideas in one session, but it is also recognized that in some instances this may not be feasible. The Family Service Bureau will remain flexible and adjust to the requirements of the agency or organization requesting such service.

Family Life Education programs can be tailored in other ways to the community at a fee schedule basis commensurate with and appropriate to circumstances. They can be large, lecture-type, film-supplemented meetings aimed at imparting specific information about special interests of the group, i.e. drug addiction, poverty, jobs, delinquency, dropouts, parents of emotionally disturbed children, etc., or they can be small discussion type groups aimed at the involvement and

participation of the group members. They can be structured around specific aspects of family living or open to the development of concerns the group expresses.

The programs can be geared to age groups. Young people may be interested in such topics as pre-marital counseling, preparation for marriage, early marriage adjustments, the first baby, etc. Parents of children of different ages may be interested in such things as appropriate discipline, how to develop responsibility, sex education, etc. Older people may express concern for their changing family roles and economic situation. There is no end to the variety of the topics concerned with and experience in family living which affects people at different stages in their lifetime.

In addition, the Family Service Bureau of Newark, New Jersey is available to implement and sponsor with other civic, business or philanthropic groups a Family Life Conference, the purpose of which is to provide an educational experience designed to furnish information and stimulate thinking. Some of the government-financed projects to meet the needs of the racially, culturally and economically deprived in which the agency is now participating, may wish to develop this theme. These organizations usually have limited resources for conducting family life educational programs and they may find themselves in a strategically placed position to appreciate the value of such a Conference.

BOARD-STAFF COMMITTEE

June, 1967

USE OF SPECIAL CONSULTANTS  
BY FAMILY SERVICE BUREAU  
OF NEWARK, NEW JERSEY

Family Service Bureau's objective in the use of a special consultant is to develop the staff's capabilities to give service and to deepen and broaden the staff's abilities. The assumption is that even a highly skilled staff can always profit from further aspects of learning.

To improve the worker's diagnostic skills and treatment ability, Family Service Bureau may use the services of a psychiatrist, a psychologist, a family treatment specialist, group therapist, economist, and others qualified in particular areas that will help to enhance the ability of the Family Service Bureau staff in the treatment of clients with all types of problems.

The use of special consultants should be a recurring process taking place at regular intervals and consultation should be a means of assimilating and correlating information from related fields pertinent to the type of community and people the agency serves.

In view of the fact that consultation is to enlarge and enrich, rather than affirm what we know, Family Service Bureau endeavors to seek learning materials from without the agency from any sources possible in order to enlarge its goal.

Consultation by the Bureau should be no less than 1/2 day per week and there should be a flexible use of consultants.

Consultants should preferably meet personally with the staff so that a dialogue may be established.

As the Case Committee of the Board of Trustees determines areas of responsibility of the agency, so the staff may best advise of its educational needs to perform these duties. The Case Supervisor shall serve the function of coordinator in the use of consultation and shall develop programs in order to achieve these goals.

June, 1967

BOARD-STAFF COMMITTEE

June 8, 1967

\* Indicates address to which all correspondence should be sent.

BOARD OF TRUSTEES OF THE FAMILY SERVICE BUREAU OF NEWARK

Mr. Frederick E. Arentz	*Tulip Lane, Short Hills	379-3494
Mr. George Baldwin	*152 Crest Drive, Belleville	759-2056
Mr. A. William Barlow	William Dixon, Inc. 34 E. Kinney Street, Newark	623-0426
	*65 Coniston Rd. Short Hills	379-3568
Mr. Howard Beresford	Wallace & Tiernan Co. 25 Main Street, Belleville	759-8000
	*161 New Street, Belleville	759-8326
Mr. George Black	*Mutual Benefit Life Ins. Co. 520 Broad Street, Newark	624-6600
	7 Kevan Pl. Middletown, N.J.	671-2197
Rev. Canon Louis H. Berry	*17 Willowmere Ave. Montclair	744-1889
Rev. John N. Borton(Emeritus)	*311 Mt. Prospect Ave. Newark	482-2531
Mr. Geo. A. S. Cooper	Civil Defense 65 Chestnut Rd. Montclair	744-1400
	*24 Sylvan Road, Verona	239-4513
Mr. Garrett Connolly	*New Jersey College Fund	675-1005
	604 Central Ave. East Orange	
	50 Stockton Rd. Summit	277-0044
Miss Louise M. Duffy	Howard Savings Bank 768 Broad Street Newark	643-1000
	*538 Summer Ave. Newark	483-4271
Mr. Robert Dunker	Fidelity Union Trust 765 Broad Street, Newark	621-8600
	*44 Dryden Rd. Basking Ridge, NJ	647-3728
Mr. Harold D. Feuerstein	60 Park Place, Newark	624-6030
	*460 Richmond Ave. Maplewood	762-8521
Mr. William D. Hardin	*570 Broad Street, Newark	623-1980
	57 Wellington Ave. Short Hills	376-0300
Mr. David W. Heckman	*New Jersey Bell Telephone Co. 549 Broad Street, Newark	649-4197
	Tower Mountain Drive, Bernardsville	766-2223
Mr. Thomas J. Jamson	*Addressing Machine Sales Co. 24-34 N. 7th St. Belleville	759-0110
	24 Madison St. Glen Ridge	743-6206
Mrs. Chancey M. Keeney	*487 Union Avenue Belleville, N.J.	759-2375

Mr. William A. Leece	*Prudential Ins. Co. of America Prudential Plaza, Newark 07102 7 East Hartshorn Dr. Short Hills	336-2365 379-2385
Mr. Frederick Merdinger	*Howard Savings Bank 768 Broad Street, Newark 07102 1 Upland Road, Verona, N.J.	643-1000 239-1733
Mr. William H. Osborne III	*National Newark & Essex Bank 525 Main Street, E. Orange 07843 52 Park Lane, Essex Fells	673-7500 Ex-201 226-2009
Dr. Royce Paddock	*347 Park Avenue, Orange 08353	675-0183
Mrs. Irving Rosenberg	*603 Elizabeth Ave. Apt 2B, Elizabeth 07112	923-1565
Hirsch L. Silverman, PhD	*123 Gregory Ave. West Orange 07052	731-6646
Mr. Walter Schaefer	*Walter A. Schaefer & Co. 07003 673 Bloomfield Ave. Bloomfield Calico Lane, Nutley, N.J.	748-1432 662-2766
Mr. Bernard Schein	*Newark Public Library 5 Washington St. Newark 10702 405 Highland Ave. Newark	624-7100 485-1232
Mr. Charles W. Sterling	*R.D. 3 - Box 377, Newton, N.J. 07662	948-3946
Miss Virginia Voegt	Seton Hall University South Orange Ave. South Orange *9 E. Clark Pl. South Orange 07079	762-9000 762-4405
Mrs. John Warren	*148 Fairway Ave. Belleville 07109	759-4902
Mr. George E. Williams	*First National State Bank 550 Broad St. Newark 07102 11 The Fairway, Upper Montclair	643-4000 746-9484
Mr. A. Ned Wilson	*Wm. Bal Corporation 947 Newark Ave. Elizabeth 07208 Southern Blvd. Chatham, N.J.	354-9625 635-8394
Dr. Francis A. Wood	*230 Sherman Ave Glen Ridge, N.J. 07028 108 Llewellyn Road Montclair, N. J. 07042	743-7400 744-3211

MKH-G12  
6/19/67

STATEMENT OF FUNCTION OF  
THE FAMILY SERVICE BUREAU  
OF NEWARK NEW JERSEY

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BOARD-STAFF COMMITTEE

June, 1967